

**MINUTES OF POLICE AND FIRE COMMISSION  
MEETING OF MAY 20, 2021**

*4:00 p.m.*

*City Council Chambers (203 South Farwell St)*

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MEMBERS PRESENT: Stephanie Finn, Disa Wahlstrand, Kimberly Cronk

STAFF PRESENT: Police Chief Matt Rokus  
Fire Chief Chris Bell  
Human Resources Director Victoria Seltun  
Administrative Associate IV Alia Johnson  
Fire Fighter Taylor Quinnell  
Fire Fighter Andrew Robinson

MEMBERS ABSENT: Dan Kincaid, Selika Ducksworth-Lawton

The Commission convened in open session at 4:01 p.m. Meeting was called to order by Vice President Stephanie Finn. Vice President Finn asked if there were any corrections or additions to the minutes of the Police and Fire Commission meetings held on March 16<sup>th</sup>, 2021. No corrections or additions were noted, and the minutes stand approved as circulated.

Chief Rokus provided a personnel update. The department has hired five new police officers since the last meeting. Four of the officers will need to attend the Law Enforcement Academy at CVTC, which will start on Monday, March 24<sup>th</sup>. A closed swearing-in ceremony, due to COVID, will be held on Friday, May 21<sup>st</sup>. Additional interviews will be held next week. The department has had one retirement and one resignation since the last meeting which puts the department at three sworn vacancies. Chief Rokus discussed working with Human Resources to start another recruitment, with Police and Fire Commission Oral interviews potentially taking place in September.

A discussion was held regarding the hiring processes between the Fire Department and the Police Department. It was requested by the Commission that interviews for the separate departments either be held on the same day (dependent on the number of candidates) or in opposite months. Further discussion between the departments and Human Resources will be had to plan the processes.

Chief Rokus also provided an operational update. The department is moving forward with the hiring process for the Co-Response Coordinator position, which is a new non-sworn position within the Police Department. Discussion was held.

Chief Rokus presented the Police Department Annual Report to the Commission. He provided a brief overview of the report noting that crime numbers are down, although it is hard to draw conclusions due to the pandemic. New additions to the report this year include budgeting and training. The Annual Report will be publicly announced next week. Discussion was held.

Chief Bell provided a personnel update. The department currently has one conditional offer out to an individual who is currently completing their courses. There were no separations from the department since the last meeting. The department currently has three open sworn positions.

Chief Bell also provided an operational update. The department continues to upgrade the fire station facilities with remodel work slated for Fire Station #9 this summer and are beginning the design work for Fire Station #6. The remodel of Fire Station #6 will allow for additional staff members, which is being asked for in the budget process.

Chief Bell presented the Fire Department Annual Report to the Commission. He provided a brief overview of the report. Discussion was held.

Chief Bell discussed the upcoming hiring process. PFC Oral Interviews are currently scheduled for June 2<sup>nd</sup>. With the conditional offer pending, and three current vacancies, the department is looking to establish an eligibility list to fill two positions this fall. The interviews are being planned for a virtual process, but depending on City Council guidance they may need to be held in-person. Additional information will be known next week.

Human Resources Director, Vicki Seltun, introduced the new Human Resources Administrative Associate, Alia Johnson. Discussion was held.

A motion was made by Commissioner Cronk, seconded by Commissioner Wahlstrand, and passed unanimously to table agenda items 5, 6, and 7 until the entire Commission could be present for discussion and voting.

Vice President Finn asked if there are any future agenda items. Discussion was held.

Motion was made by Commissioner Wahlstrand to adjourn the meeting, seconded by Commissioner Cronk, and the meeting was adjourned at 4:51 p.m.

The next regularly-scheduled Police and Fire Commission meeting is July 15, 2021.

Minutes recorded by Kelly Shea, Police and Fire Commission Secretary.